

ENTER-ON-DUTY CHECKLIST

TEMPORARY/EXCEPTED-NTE/TRANSFER
APPOINTMENTS

EMPLOYEE NAME: _____

REVIEWER OF FORMS: _____

Please indicate the date each form is received; use N/A for any forms not provided to employee.

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FORM	INSTRUCTION	DATE RECEIVED
Statement for Selective Service Registration	For all male employees born after 12/31/59	_____
SF-61 Appointment Affidavit		_____
OF306 Declaration of Federal Employment		_____
SF-144 Statement of Prior Federal Civilian & Military Service	Submit DD-214, if applicable.	_____
SF-181 Race & National Origin ID	To be used by all employees EXCEPT those in Hawaii	_____
OPM form 1468 Race & National Origin ID	For employees in Hawaii only	_____
SF-256 Self ID of Medical Disability		_____
I-9 Employment Eligibility Verification		_____
CD-314 Statement Relating to Employee Employee Responsibilities and Conduct		_____
Uniform Service Component		_____
EDUCATIONAL DATA UPDATE FORM		_____
W-4 Federal Income Tax Withholding		_____
State Tax WITHHOLDING	If state tax form is not available, complete W-4 and and mark it as "STATE"	_____
State waiver/Certificate of non-residence	For employees working in one state/residing in another (i.e. wage marine in CA or HI with residence in WA)	_____

CD-525

Employee Address _____

FMS-2231

Direct Deposit/Allotment Form For disposition of entire check and allotments _____

SF-85Data for Non-sensitive or
Non-critical PositionsComplete if appointment is for 6 months or more _____
Transferred employees do not complete**FINGERPRINTS**If SF 85 is completed, fingerprints are required. _____
This will be scheduled on your first day of work**Fair Credit Reporting Act
of 1970**

Only complete if SF 85 is required _____

SF-1152Designation of Beneficiary
For Unpaid CompensationNot required if YOU want compensation
to be paid in order of following precedence:
Spouse, Children, Parents, Estate, Residence
State laws _____**Information you should know about but no forms need to be completed:**Under BENEFITS-Other Important Links header:Employee Personal Page
Employee Verification via TALXUnder Conduct and Performance header:

All topics